WORD PERFECT

for the Commodore 64

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Winchester House, Canning Road, Wealdstone, Harrow
Middlesex HA3 7SJ - Phone 01-861 1166

INTRODUCTION

WORD PERFECT is an easy to use word processor for the Commodore 64. It allows you to write text and see it on the screen exactly as you might wish it printed - without restricting you to the 40 column screen width of the Commodore 64. Text can be stored on either disk or tape.

A printer is necessary if you want to print out your text, but WORD PERFECT is very suitable for simply storing, rearranging and displaying text.

LOADING WORD PERFECT

To load WORD PERFECT:

Tape users: press shift-RUN/STOP
Disk users: type LOAD":*",8 <RETURN> then RUN <RETURN>

When the main part of the program has loaded you will be prompted to enter the page width and page length - these determine how many characters can be printed on each line, and how many lines will be printed on each page. On standard 9½in by 11in fanfold paper you can print 60 lines of up to 80 characters - the paper is actually 66 lines long but when you use continuous stationery WORD PERFECT leaves 6 blank lines between pages to allow for a margin at the top and bottom of each sheet.

If you intend to use single sheets of A4 paper 60 lines of 70 characters will allow a reasonable margin all round. Remember that the printer may have trouble gripping the paper near the bottom of the sheet.

Next WORD PERFECT will ask for the device number of your printer. Most printers are addressed as device 4, but some Commodore printers can be switched between 4 and 5. You must enter 7 as the device number to use a parallel printer connected to the User Port of the 64. Commodore printers connect to the Serial Port, and for these a secondary address is required - usually 7. For further printer information see Appendix C.

GETTING STARTED

When WORD PERFECT has loaded, the computer will display a clear screen with a row of indicators at the top, eg:

W080 - the WIDTH of the page, up to 160 characters
L254 - the LENGTH of the text area, which is 254 lines unless the width is greater than 143 characters
CC001 - the CURSOR COLUMN
CL001 - the CURSOR LINE
LL231 - the number of LINES LEFT below the bottom of the screen

SC and SL indicate the position of the top left hand corner of the screen in relation to the current page. The Commodore 64 is able to store more than four A4 size pages.

The second line is used to indicate the current mode, the position of the left and right margins, and tab settings:

Normal display - EDIT MODE; you can enter and edit text. Most keys work as normal.

Reverse-field - CONTROL MODE; many keys have special functions in this mode.

Line of dashes - UNDERLINING ON; any text typed will appear underlined on the screen, and can be printed underlined on some printers (see Appendix C).

Plus signs - these indicate TAB positions.

Square brackets - these indicate the left and right margin positions. All typing will normally take place within these margins.

WRITING AND EDITING TEXT

Now let's try writing some text - if the mode line is in reverse-field, first press shift-CTRL to enter EDIT MODE. Press HOME to take the cursor to the top left hand corner, then type a few sentences. Notice that all the keys will auto-repeat if they are held down.

When the cursor approaches the edge of the screen, the page scrolls in the same way that the carriage of a typewriter moves. When you approach the right hand margin (marked by] on the mode line) the mode line flashes and a 'bell' sounds (again, this is much the same as with a typewriter). You could go onto the next line by pressing RETURN now, but it's easier to continue typing and let the program move the cursor to the start of the new line. If you are in the middle of a word when this happens, the whole word will be repositioned at the start of the next line - you can't do that with a typewriter!

Errors can be corrected very easily using the cursor keys to move the cursor, and then typing over the incorrect letters. Spaces can be inserted with the INST key (shift-DEL), and characters can be deleted using the DEL key.

Most keys work as you would expect, but there are two exceptions: shift-RETURN will delete all text to the right of the cursor, then move the cursor to the next line, and the DEL key will delete text to its right instead of its left when it is at the beginning of a line (otherwise it works normally).

Experiment until you are familiar with the operation of the various keys and notice the changes in the indicators at the top of the screen as you move around the page.

The function keys enable you to move swiftly about the text:

f1 - moves the cursor to the next tab position
f3 - moves the cursor to the previous tab position
f5 - moves the cursor to the bottom of the page
f7 - moves the cursor to the end of the previous page

ADVANCED EDITING

Press the CTRL key to enter CONTROL MODE. When you are in CONTROL MODE the mode line is displayed in reverse-field, and many keys perform a different function.

Before going into detail about the commands available in CONTROL MODE it will help to understand a little about how WORD PERFECT works. First of all, WORD PERFECT thinks of words as strings of characters separated by a single space. If you have two or more words which you do not wish to be split you should separate them with a shifted space, that is a space typed with SHIFT or SHIFT-LOCK depressed. Shifted spaces are displayed as a small dash linking the two words, but they are converted to ordinary spaces when they are printed.

Secondly, WORD PERFECT recognises paragraphs by looking for the single blank line in between. Finally, WORD PERFECT identifies the end of text by looking for two or more consecutive blank lines.

INSERTING TEXT

You can insert an entire line by entering CONTROL MODE and pressing CURSOR DOWN. All lines from the cursor onwards will move down to make room for a new line. The line inserted is in fact the last line of the text area, and will normally be blank, unless DELETE LINE (see page 6) has previously been used. If the line isn't blank you can clear it using shift-RETURN.

You may wish to insert additional text in the middle of a line. In EDIT MODE the INST key allows you to insert additional characters in the middle of a line only when there is space at the end, however in CONTROL MODE it opens up an entire blank line starting from the cursor position. Press DEL in CONTROL MODE to get rid of any extra spaces which remain after you have made your insertion - this reformats the current paragraph (see page 8).

DELETING LINES

You can delete an entire line by positioning the cursor anywhere on the line, entering CONTROL MODE, and pressing CURSOR UP. Any text below the cursor scrolls up to fill the gap. The line 'deleted' is not totally lost, but has been moved to the bottom of the text area - very useful if you make a mistake, because you can reinstate it using CURSOR DOWN (see page 5).

MOVING BLOCKS OF TEXT

To transfer one or more lines of text from one part of the document to another, position the cursor on the first line of the paragraph or block of text to be moved, enter CONTROL MODE, and keep pressing CURSOR UP until all of the lines to be moved have disappeared. Now go back to EDIT MODE and position the cursor where you wish the lines to reappear. Enter CONTROL MODE again and press CURSOR DOWN until all of the lines have been retrieved.

COPYING BLOCKS OF TEXT

To replicate the current cursor line, press R in CONTROL MODE. The remainder of the text will move down one line to make room. If there is no space left the command will be ignored.

To copy a block of text, position the cursor on the first line of the block and press CTRL-R. Now press CURSOR UP to send the duplicate line to the bottom of the text area and return to EDIT MODE to position the cursor on the next line. When each line in the block has been copied, position the cursor where you wish the copy to appear, enter CONTROL MODE again and press CURSOR DOWN until the block is complete.

ERASING TEXT

Pressing CLR (shift-HOME) in CONTROL MODE will erase all text from the cursor position onwards. Take care with this function because it is irreversible. To erase a single line from the cursor position press shift-RETURN in EDIT MODE.

SETTING TABS

To set a tab, take the cursor to the desired column, enter CONTROL MODE and press +. Tab positions are marked by + signs on the second line. To cancel a tab setting move to the tab position using f1, f3 or the cursor keys, then go into CONTROL MODE and press -. You can clear all tabs by pressing HOME.

MARGIN SETTING

Initially, the left and right margins (indicated by square brackets on the mode line) are at the edges of the page. However, you may wish to change the margin settings as you write your text, perhaps to indent a section of the document. Changing the margin settings does not affect text already typed, though they do influence reformatting (see page 8).

To set the left margin, move the cursor to the required column, got into CONTROL MODE and press : or [. If you want to set the right margin the same distance from the right hand edge press = instead. Otherwise, to set the right margin move the cursor to the appropriate column and press ; or] in CONTROL MODE.

If you press Z in CONTROL MODE, the cursor moves one space right, the left margin is set at the new cursor position, and the right margin is set symmetrically. Shift-Z operates similarly, but moves the cursor to the left and the margins outwards.

The margins are reset to the edges of the page if you type E in CONTROL MODE.

CENTRING TEXT

You can centre a single line of text between the margins by positioning the cursor on the line, going into CONTROL MODE and pressing C. To cancel the effects of centring press shift-C, which left justifies the text on the cursor line.

FIND

You can search for occurrences of a specified word, phrase or string of characters. Press W in CONTROL MODE, which displays a blank screen, then enter the required text string ending with RETURN. To find the string that has been entered, type F in CONTROL MODE. This causes a search from the current cursor position onwards. If the string is found the cursor is positioned at that location; if it is not found, the cursor is moved to the end of the text area. Press RUN/STOP to abort a search. To find a subsequent occurrence of the string, go into CONTROL MODE and press F again.

REFORMATTING TEXT

Press R in CONTROL MODE to reformat the current paragraph so that redundant spaces are removed, and as many complete words as possible are fitted onto each line. Reformatting starts from the cursor position and operates only on text within the margins - text outside is ignored, so be careful how you use this function if you have changed the margin settings. Sometimes you may want to retain multiple spaces between words - if so, use shifted spaces instead of ordinary spaces since these are not removed during reformatting.

CHANGING THE PAGE SIZE

To change the length or width of a page press N in CONTROL MODE, then enter the required length and width separated by a comma. Text already entered will be redisplayed on the screen according to the width selected, and may need reformatting (see above).

CHANGING COLOURS

To change the display colours press I in CONTROL MODE; the screen will clear except for the word 'INK'. Enter the colour numbers for the foreground, background and border colours separated by commas. If less than three numbers are typed, default values of 6, 1 and 3 are assumed.

The colour codes are shown below:

0 - Black	4 - Purple	8 - Orange	12 - Medium Gray
1 - White	5 - Green	9 - Brown	13 - Light Green
2 - Red	6 - Blue	10 - Light Red	14 - Light Blue
3 - Cyan	7 - Yellow	11 - Dark Gray	15 - Light Gray

EXIT TO EDIT MODE

You can exit to EDIT MODE from CONTROL MODE by pressing **shift-CTRL** - however **WORD PERFECT** doesn't always leave you in CONTROL MODE after you enter a command. After some commands such as FIND you will automatically be returned to EDIT MODE - as you will probably want to modify the text having found it. In other cases it is presumed that you will wish to use the facility more than once and so the program stays in CONTROL MODE. Watch the mode indicator to be sure and refer to the summary of commands at the back of this manual.

EXIT TO BASIC

To exit WORD PERFECT and return to BASIC, press ← in CONTROL MODE.

return to edit mode key SRS 49152.

UNDERLINING

UNDERLINING is selected by pressing the Commodore logo key (CBM) in EDIT MODE, and is indicated by a row of dashes on the mode line. All text that is typed in EDIT MODE will now appear underlined and will be printed underlined on certain printers (see Appendix C). To stop UNDERLINING and return to normal, type **shift-CBM**.

Text previously entered can have underlines added in CONTROL MODE using the **SPACE** bar. To remove underlining use **shift-SPACE** (which operates in the opposite direction - from right to left).

Note that underlining the spaces between words joins the words together in the same way as if you had typed a shifted space.

SAVING TO TAPE OR DISC

To save a text file position the cursor at the end of your text (or on the last line you wish to have saved - saving operates from the start of text to the current cursor line), go into CONTROL MODE and press S. The screen will clear and prompt for a filename with the word SAVE. Enter the filename within quotes as you would if you were saving a BASIC program, for example:

SAVE"TEXT"	will save a file called TEXT to tape.
SAVE"TEXT",8	will save the same file to disk.

Press RETURN when you are happy with what you have typed.

VERIFYING A TEXT FILE

To check that text has been saved correctly (ie. compare the text in memory with a file saved to tape or disk), enter CONTROL MODE, press V and enter the filename. VERIFY ERROR will appear if the two are not the same - type RUN then press RETURN to restart the program.

It is a good idea to verify a file after you have saved it. When you have successfully verified a file the cursor is left on the line of text which corresponds to the end of the file.

LOADING TEXT FILES

To load a text file from tape or disk enter CONTROL MODE and press L. The screen will clear and display the command LOAD. Enter the filename in quotes followed by ',8' if you are using disk, then press RETURN. For example:

LOAD"TEXT"	will load a file called TEXT from tape.
LOAD	will load the first file from tape.
LOAD"TEXT",8	will load TEXT from disk.

The file will be loaded into the workspace, starting at the top. Any existing text will be overwritten. Margins, tabs and other parameters will be set to the conditions prevailing when the file was saved.

APPENDING OR MERGING TEXT

To merge text from tape or disk into the text already in memory, move the cursor to the position at which the file should be inserted, enter CONTROL MODE and press A. The screen will clear and display the command APPEND. Enter the filename as for LOAD (see above).

The file will be loaded into the workspace starting at the cursor position, and working down the text area. Text already in place will be overwritten. Margins, tabs and other parameters will be set to the conditions prevailing when the merged file was saved.

Text of a known length can be inserted into the current text file without overwriting if space is reserved for it by leaving blank lines. You might, for example, merge a name and address into a standard letter.

ADDITIONAL INFORMATION

When a tape or disk operation has already taken place future prompts will automatically include the filename and device number last used. These can be edited if necessary, using the cursor keys.

If you make a mistake when typing a filename it is possible that a BASIC error message will appear. To return to WORD PERFECT with no harm done, simply type RUN <RETURN>. The operation that you were trying to perform at the time of the error will NOT have been executed.

PRINTING TEXT

When you are ready to print out your text, position the cursor on the last line you wish to be printed - printing takes place from the top of the text area down to, and including, the current cursor line.

Then, to produce a single copy of your text on continuous feed stationery press 1 in CONTROL MODE. Six blank lines will be inserted between pages to allow for a margin at the top and bottom of each sheet. You can print up to 9 identical copies of the text if you press one of the other number keys (2 to 9).

To print onto single sheets of paper press 0 (zero). In this case printing will pause at the end of each page to allow you to change the paper - press the shift key to continue. If you are in fact using continuous feed stationery the shift-lock key can be depressed once printing has started, but remember to de-select it when printing is complete.

Underlined text will not be printed as such unless UNDERLINING is selected at the time printing takes place. This means that you can highlight text on the screen without being forced to print it out underlined.

If the paper fails to feed between lines so that each line is printed on top of the previous one there is a simple solution. Press ↑ in CONTROL MODE (note the reverse field ↑ which appears on the top line). Now a linefeed character will be sent to the printer at the end of each line. To cancel this feature press ↑ a second time.

Further printer information is given in Appendix C.

APPENDIX A: SPECIAL FUNCTIONS

There are several commands in CONTROL MODE which are not covered in the main part of this manual because they will only be used by a minority of users.

WORKSPACE SCROLLING

If you press M in CONTROL MODE the entire text area will be rotated so that the current cursor line is at the top. This is particularly useful when using functions such as SAVING and PRINTING, which operate from the top of text down to the cursor position.

When P is pressed in CONTROL MODE, the workspace scrolls upwards so that the line below the cursor becomes the top line and the cursor remains stationary. If the cursor is on the bottom line of a page, then the text is scrolled up a page, leaving the cursor on the bottom line of the next page.

Pressing shift-P in CONTROL MODE causes the workspace to scroll downwards so that the top line becomes the line below the cursor line and the cursor remains stationary. If the cursor is on the bottom line of a page, then the text is scrolled down a page, leaving the cursor on the bottom line of the previous page. These two commands are particularly useful if you want to SAVE or PRINT a single page of text other than the first.

ARRANGING COLUMNS OF INFORMATION

Pressing CURSOR RIGHT in CONTROL MODE causes the entire block of text to the right of (and including) the cursor to move outwards towards the right hand edge of the page. The last character (or space) on each line reappears in the cursor column - it is as if the block has been rotated.

Pressing CURSOR LEFT also rotates the block, but in the opposite direction. The most obvious application of these two commands is to enable you to rearrange columns of figures or other data - you can make the columns closer together or further apart, or even change the order of the columns.

ROTATING BLOCKS OF TEXT

The commands above affect the entire text area - which will often be inconvenient. If you press the CBM key in CONTROL mode (as if you were selecting UNDERLINE MODE) you can use the cursor keys to manipulate text which is to the right of and below the cursor. CURSOR RIGHT and CURSOR LEFT will operate as described above, but without affecting any text above the cursor line.

Similarly you can use CURSOR DOWN and CURSOR UP to rotate a block of text in a vertical direction, again affecting only text below and to the right of the cursor. For example, CURSOR DOWN will move the block down one line, and bring the last line of the text area up to the top to fill the gap. CURSOR UP works the other way round, taking the line from the top and moving it to the bottom the text area. You might use these two commands to insert an extra entry into a column - or to remove one.

APPENDIX B: DISK COMMANDS

WORD PERFECT allows you to display the disk directory or send commands to the disk drive without leaving the program. Press @ in CONTROL MODE - the screen will clear except for an @ sign. To display the directory type $ and press RETURN:

$	-	displays the disk directory in full
$:P*	-	displays all files starting with 'P'.

Other commands are similar to those given in your disk drive manual. Normally you would open a file to the disk (OPEN 15,8,15) before sending the command, but WORD PERFECT handles the opening and closing of files for you. An example of each command is given below :

S0:TEXT	-	scratches (erases) the file 'TEXT' from the disk in drive 0
V0	-	validates the disk in drive 0
I0	-	initialises the disk in drive 0
N0:FILES,F1	-	news (formats) a disk with the name 'FILES', and the ID 'F1'. Any information on the disk will be lost
R0:NEW=0:OLD	-	renames the file 'OLD' as 'NEW'
C0:BACKUP=0:T2	-	copies the file 'T2' to a new file called 'BACKUP'. The original file is not altered in any way

It is good practice to use the prefix '0:' even if you are working with a single drive. Some Commodore disk units have two drives numbered '0' and '1'.

If you press RETURN without entering any command the disk status will be displayed (a flashing red light on the disk drive indicates when an error has occurred). The program always displays the disk status after executing a command.

To return to EDIT MODE press RETURN. Alternatively you can press @ to send another command to the disk, S to save a file, L to load a file, V to verify a file, or A to merge a file.

APPENDIX C: PRINTER INFORMATION

SECONDARY ADDRESSES

The following Commodore printers require a secondary address of 7 to enable upper and lower case printing: MPS-801, MPS-802, DPS-1101, 1515, 1525, 1526. You can change the secondary address without reloading the program if you exit to Basic and POKE location 53234 with the required value.

UNDERLINING

The only Commodore serial printer which can underline is the DPS-1101. Most non-Commodore printers will allow you to underline, however. WORD PERFECT underlines by sending a backspace character ($08) followed by an underline character ($5F). You can alter the underline character if you exit from the program and POKE location 53233 with an alternative value.

CONTROL CHARACTERS

You can send a sequence of control bytes to your printer by pressing B in CONTROL MODE. The screen will clear and the prompt BYTES will appear. Enter the required bytes as numbers separated by commas and press RETURN. For example, entering 27,69 (ESC-E) will put Epson printers into emphasised mode.

PROPORTIONAL SPACING

Some printers allow proportional spacing (including the DPS-1101, Juki, and most Epson printers). To ensure that any columns are correctly aligned WORD PERFECT has two special print modes selected by pressing O or J in CONTROL MODE. The O option is for the Olympia 103 and similar printers, but the great majority of printers will work with the J option. However, you must set the AUTO LINE FEED switch (usually inside the printer) to OFF. O and J will print one copy of the text with a pause between each page.

PARALLEL PRINTERS

The parallel interface software will work with any Centronics compatible printer. Suitable cables are available from SUPERSOFT.

PRINTER DEVICE NUMBER

You can change the printer device number without reloading the program if you exit to Basic and POKE location 53232 with the required value.

OTHER FEATURES

Some dot-matrix printers allow you to select a different typeface if bit 7 of the output characters is set. For example, this selects italics on Epson printers. Press * in CONTROL MODE to enable this feature; press * again to disable it. A reverse-field * appears on the top line when the feature is in operation.

SUMMARY OF COMMANDS

CTRL	Enter CONTROL MODE
shift-CTRL	return to EDIT MODE
CBM	UNDERLINING ON
shift-CBM	UNDERLINING OFF

EDIT MODE

DEL	DELETE character
shift-INST	INSERT character
HOME	HOME cursor
f1	move cursor to next TAB position
f3	move cursor back to previous TAB
f5	move cursor to top of next PAGE
f7	move cursor back to previous PAGE

CONTROL MODE

shift-CLR	CLEAR workspace
DEL	REBUILD paragraph
SPACE	UNDERLINE*
shift-SPACE	remove UNDERLINE*
R	REPLICATE line*
+	set TAB
-	remove TAB
HOME	remove all TABS
[or :	Set LEFT MARGIN
] or ;	Set RIGHT MARGIN
=	set MARGINS symmetrically
Z	close MARGINS*
shift-Z	widen MARGINS*
E	reset MARGINS
C	CENTRE text
shift-C	LEFT JUSTIFY text
W	define search string
F	FIND defined search string
M	MOVE text, cursor line to top of workspace
P	MOVE page upwards
shift-P	MOVE page downwards
CURSOR keys	SCROLL rows or columns*
I	set screen colours
S	SAVE text
L	LOAD text
V	VERIFY text
A	APPEND (merge) text
0	PRINT text (single sheets)
1..9	PRINT multiple copies (with paging)
O and J	PRINT text (proportional spacing printers)
B	send control BYTES to printer
↑	LINE FEED toggle
*	ALTERNATE CHARACTER toggle
@	send DISK command
←	EXIT to BASIC

CONTROL/UNDERLINE MODE

CURSOR keys	SCROLL block in direction of key*

* these functions do not exit from CONTROL MODE